

UNIVERSITY SUPERVISOR
CHECKLIST (MIDTERM)

REMINDERS:

- The Supervisor is responsible for tracking all activities in Via and turning in necessary forms to the Office of Student Teaching and Field Placement.

-Please **double check all documents that require signatures and dates** to ensure that the Supervisor signature, Teacher Candidate signature, Mentor Teacher signature, and dates are present where required.

SUPERVISOR RESPONSIBILITIES

- Review the Teacher Candidate's Via ePortfolio at each visit.
- Ensure that the Teacher Candidate's hours are being approved by the Mentor Teacher in Via each week.
- Ensure that all Mentor Teacher evaluations are being completed in Via.

MIDTERM PAPERWORK

Supervisor (Please submit on EllyDUQ**)**

- ****ST 5**** – Student Teacher Observation Evaluation Record (___/4)
 - Supervisor Submitted/Signed _____ Teacher Candidate Signed _____ Dated _____
- ****ST 5**** – Student Teacher Observation Evaluation Record (___/4)
 - Supervisor Submitted/Signed _____ Teacher Candidate Signed _____ Dated _____
- ****PDE 430**** – PA Statewide Evaluation
 - Supervisor Submitted/Signed _____ Teacher Candidate Signed _____ Dated _____

Mentor Teacher

NOTE: *All the following paperwork will be completed by the mentor teacher in Via.* When the student teaching experience concludes, there must be a TOTAL of five (5) mentor teacher ST5s. We suggest the mentor teacher completes two or three ST5s by midterm and the remaining needed ST5s before the end of the experience.

- **ST 5** – Student Teacher Observation Evaluation Record (___/5)
 - Mentor Submitted in Via _____ Teacher Candidate Signed in Via _____
- **ST 5** – Student Teacher Observation Evaluation Record (___/5)
 - Mentor Submitted in Via _____ Teacher Candidate Signed in Via _____
- **ST 5** – Student Teacher Observation Evaluation Record (___/5)
 - Mentor Submitted in Via _____ Teacher Candidate Signed in Via _____
- **ST 6** – Student Teacher Midterm Evaluation
 - Mentor Submitted in Via _____
- **ST 6** – Sign and Confirm by Student
 - Teacher Candidate Submitted in Via _____

Other Forms:

- **ST 23** – Observation of Other Teachers (**submitted via e-mail to supervisor by teacher candidate**)
 - Teacher candidate needs to complete THREE (3) ST23s within the first few weeks of the student teaching experience. The supervisor should review these and comment on each submission.
- **Honorarium Stipend and W-9**
 - Please ensure the mentor teacher has turned these documents into the Office of Student Teaching.

UNIVERSITY SUPERVISOR
CHECKLIST (FINAL)

REMINDERS:

- The Supervisor is responsible for tracking all activities in VIA and turning in necessary forms to the Office of Student Teaching and Field Placement.

-Please **double check all documents that require signatures and dates** to ensure that the Supervisor signature, Teacher Candidate signature, Mentor Teacher signature, and dates are present where required.

SUPERVISOR RESPONSIBILITIES

- Review the Teacher Candidate's Via ePortfolio at each visit.
- Ensure that the Teacher Candidate's hours are being approved by the Mentor Teacher in VIA each week.
- Ensure that all Mentor Teacher evaluations are being completed in Via.
- Complete an evaluation of the Mentor Teacher via a survey link that will be distributed to you by the Office of Student Teaching. Evaluations are confidential and submissions will only be accessible by the Office of Student Teaching.

FINAL PAPERWORK

Supervisor (Please submit on EllyDUQ**)**

- ****ST 5**** – Student Teacher Observation Evaluation Record (___/4)
 - Supervisor Submitted/Signed _____ Teacher Candidate Signed _____ Dated _____
- ****ST 5**** – Student Teacher Observation Evaluation Record (___/4)
 - Supervisor Submitted/Signed _____ Teacher Candidate Signed _____ Dated _____
- ****PDE 430**** – PA Statewide Evaluation
 - Supervisor Submitted/Signed _____ Teacher Candidate Signed _____ Dated _____
- **ST 22** – Final Record of Student Teaching by Supervisor (collaborate with Mentor Teacher; located in Via)
 - Supervisor Submitted _____
- **ST 22** – Confirm and Sign by Student (only to be submitted by Teacher Candidate AFTER both the Supervisor and Mentor submit their ST22 forms; located in Via)
 - Teacher Candidate Submitted _____

Mentor Teacher

NOTE: All the following paperwork will be completed by the mentor teacher in Via.

- **ST 5** – Student Teacher Observation Evaluation Record (___/5)
 - Mentor Submitted in Via _____ Teacher Candidate Signed in Via _____
- **ST 5**– Student Teacher Observation Evaluation Record (___/5)
 - Mentor Submitted in Via _____ Teacher Candidate Signed in Via _____
- **ST 5**– Student Teacher Observation Evaluation Record (___/5)
 - Mentor Submitted in Via _____ Teacher Candidate Signed in Via _____

Did the mentor teacher turn in FIVE (5) ST5s in VIA over the course of the semester? YES _____

- **ST 7** – Student Teacher Final Evaluation
 - Mentor Submitted in Via _____
- **ST 7** – Sign and Confirm by Student
 - Teacher Candidate Submitted in Via _____
- **ST 22** – Final Record of Student Teaching by Mentor Teacher (collaborate with University Supervisor)
 - Mentor Submitted in Via _____